



## Information Note on Learning Centre

### What is the Learning Centre?

The Learning Centre, to be located in classrooms at the Feshane site of the Forum venue, is part of the official program of the 5<sup>th</sup> World Water Forum and runs in parallel to the other Forum activities. Its purpose is to provide action- and policy-oriented training at a practical level on topics relevant to the six Major Themes of the 5<sup>th</sup> World Water Forum <http://www.worldwaterforum5.org/index.php?id=1897>. Proposals for courses related to other topics that contribute towards “Bridging Divides for Water” may also be considered. All registered 5<sup>th</sup> Forum participants are welcome to gain skills from these focused, practical and “how-to” training opportunities. Course offerings will be selected from a variety of institutions, organizations and regions, use a wide range of instructional tools and approaches, including small working groups, case studies, demonstrations, practical exercises and interactive discussions.

### How can you organize a Learning Centre course?

The Learning Centre is intended to facilitate teaching/training at a practical level on various aspects of “Bridging Divides for Water”. Training courses to be considered should be designed to enable 5<sup>th</sup> World Water Forum participants to gain practical skills and new capabilities to deal with water challenges in their home countries. Courses will be scheduled in parallel with the 5<sup>th</sup> Forum program of events, with the exception of Opening and Closing ceremonies (March 16<sup>th</sup> and 22<sup>nd</sup> respectively). Factors for consideration:

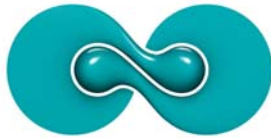
- Course agendas - must fit within two or four hour time blocks scheduled during regular Forum meeting hours (0830-1900). Evening sessions may also be accommodated (1900-2100) if preferred.
- Class size - the 5 classrooms designated for Learning Centre courses are limited in maximum capacity for either 30 or 50 people.
- Due to limited Learning Centre classroom space and schedule time, only one course application per organization will be considered.
- Classrooms will be provided free of charge to selected course organizers and equipped with the necessary tables, chairs, projection equipment with screen, flipcharts, whiteboard, pens, etc. Computers will not be provided.

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- Wireless internet service is expected to be available at the Learning Centre venue site during the entire Forum week.
- Course instructors are responsible for their own travel, lodging, transportation registration and for supplying copies of materials that are needed as handouts. The Forum Secretariat will not produce fliers, distribute notices, or run additional publicity efforts for Learning Centre courses. A business center is available at the Venue for additional support on a fee-for-service basis.
- Technical equipment, simultaneous interpretation and hosts/facilitators can be provided upon request at the cost of the organization convening the Learning Centre course.
- Organizers of selected courses are responsible for registering participants, providing preparatory information and coordinating attendance subject to classroom size.
- Any documentation provided at the Learning Centre should be printed on recycled content paper.
- Bags distributed at the Learning Centre should be made from paper or recyclable fabric.

The Forum Secretariat will complete the Learning Centre course selection process by 1 February 2009, and will arrange the final schedule of courses, assign classrooms, and assist course providers with the necessary logistical arrangements.

## How can you apply?

If you would like to organize a Learning Centre course, please complete the **Application Form** for Learning Centre courses available on the Forum website ([www.worldwaterforum5.org](http://www.worldwaterforum5.org)) and submit it to [learningcentre@worldwaterforum5.org](mailto:learningcentre@worldwaterforum5.org) by **no later than January 15, 2009**.

Please be advised that, due to space limitations, requests arriving at the Forum Secretariat after the deadline cannot be considered. Furthermore, sending an application before the deadline does not guarantee that your request will be selected, although the Secretariat will do its best to consider all Learning Centre proposals. In

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all cases, preference will be given to those courses whose content is of high relevance to the themes and topics of the 5th World Water Forum.

For further information and queries related to the Learning Centre, please contact Mr. Lindy Wolner at [learningcenter@worldwaterforum5.org](mailto:learningcenter@worldwaterforum5.org).

### How will people learn about the Learning Centre?

Learning Centre descriptions, schedule, and points of contact for each course will be announced on the Forum website and Virtual Meeting Space (VMS) in early February and will appear in the Forum programme and in the official documentation given to participants (in printed and/or electronic formats). They will also be announced to participants during the week of the Forum.

### Greening the Learning Centre

Learning Centre activities must follow the general principles outlined in the Forum's Environmental Policy (<http://www.worldwaterforum5.org/index.php?id=2161>).

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